

School Corporations: Licensing Quick Start Guide

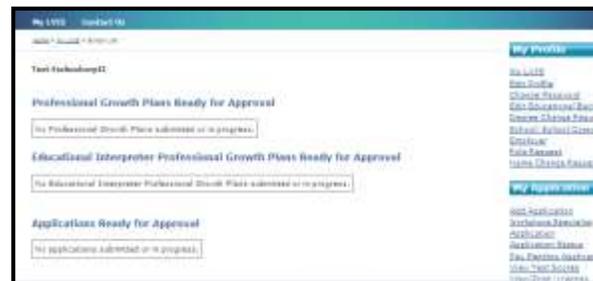
Getting Started:

1. Log on to <https://license.doe.in.gov/>.
2. Create a profile in the **License Verification and Information System (LVIS)**.
3. Write down your user name and password for future reference.
4. On the LVIS home page, click on **Role Request** on the right-hand menu bar. Select the appropriate role and your school. Click **Add** and then **Submit Request**.



How to Approve Professional Growth Plans (PGPs):

1. Access PGPs ready for your approval by clicking **Work Queue** in the right-hand menu bar on the LVIS home page.
2. Click on **Review PGP** and then choose whether to **Verify** or **Not Verify** the PGP.



How to Approve an

Application:

1. Access applications ready for your approval by clicking on **Work Queue** in the right-hand menu bar.
2. Click **Review Application**.
3. To approve an application, click **Verify Application**. To deny an application, click **Do Not Verify**.

Have questions? Call (317) 232-9010 or click the **Contact Us** tab in LVIS to send us an email.

Indiana Department of Education Office of Education Licensing and Development